



# **Clarke County Fire and Rescue**

## **Standard Operating Guideline**

John H. Enders VFD, Blue Ridge VFD, Boyce VFD, Clarke County Fire, EMS and Emergency Management

<b>Subject:</b> Vehicle Accident(s)	<b>SOG:</b> 100.05	<b>Page</b> 1 <b>of</b> 2
<b>Category:</b> General – Vehicle Accident(s)		<b>Sub Category:</b>
<b>Approved by:</b> Fire and EMS Director, Boyce VFD Chief, Blue Ridge VFD Chief, John H. Enders VFD Chief		<b>Effective Date:</b> 1/1/2017

### **Purpose**

To provide guidelines to be followed in case of an accident involving fire department vehicles.

### **Definitions**

The following definitions have been adopted for use;

- CCFR – The Clarke County Fire-Rescue system consisting of the following departments; Boyce VFD, Blue Ridge VFD, John H. Enders VFD, and Clarke County Fire, EMS and Emergency Services
- McNeil & Company – The current Clarke County Fire-Rescue system insurance carrier

### **Procedure**

1. In case of an automobile accident in a CCFR owned or leased vehicle, locate the McNeil & Company Vehicle Accident Report and complete all information (located with vehicle registration) and:
  - a. Stop immediately and turn on emergency flashers and all emergency lights (excluding emergency scene lighting)
  - b. Take steps to prevent another accident at the scene
  - c. Contact the Clarke County Communications Center and advise them of the incident, providing the following information;
    - a. Location of incident
    - b. Any injuries
    - c. Unit number
  - d. In the event of death, actual or potential serious injury or significant property damage (damage greater than \$2,500.00), the unit officer will immediately notify an officer of their respective department and the Director of Clarke County Fire, EMS and Emergency Management.

2. In reporting an accident, all personnel should state the facts to the best of his/her knowledge. **Conclusions as to fault or responsibility should not be stated.** Personnel should report accident only to authorized representatives of their Department, Clarke County Government, the insurance company, and the police officers investigating the incident.
3. Get name and address of witness (if applicable).
4. Obtain a police report number after the officer has completed his/her investigation of the incident.
5. If you have a camera, take pictures of the accident scene and any damage to the vehicle involved. If damage done to other property please take pictures of those items also.
6. If the vehicle is unsafe to operate, arrange for towing services through your department's officer.
7. Submit all reports, pictures and data to your department's officer within one working day. To include a brief statement of how the incident took place.
8. If personnel are injured, workers compensation process needs to be initiated within 24 hours of incident. The Department officer will assist with this process. It is important for injured personnel to receive prompt medical treatment.
9. Supervisors/officers will submit copies of all reports and data to the Director of Clarke County Fire, EMS and Emergency Management as soon as possible but no later than 2 calendar days after the accident.
  - a. **Supervisors/Officers only** - Additionally supervisors/officers will complete the supervisors investigation report and submit with other documents of the accident.
10. Accidents/collisions reports should be filed for:
  - a. All motor vehicle accidents involving CCFR owned or leased vehicles while being used on official business, regardless of the amount of damage.
  - b. All public/visitor accidents will be reported when a CCFR owned or leased vehicle is involved, property is damaged, fatality occurs, medical treatment is required and/or a reasonable possibility of tort claim is expected.
  - c. Thefts and Vandalism should be reported to Law Enforcement Officials as soon as noticed.